



Ministero degli Affari Esteri  
e della Cooperazione Internazionale

***Ambasciata d'Italia  
Tokyo***

Tokyo, August 5<sup>th</sup> 2024

**PUBLIC NOTICE**

With this public notice the Embassy of Italy in Tokyo aims to identify qualified construction companies with a view to undertake a specific project for the replacement of the windows of its housing units ("Building B and C" of the Embassy's compound) with new double glass aluminum fixtures.

The contract will be awarded on the lowest price criteria, implementing a negotiated procedure without a tender, as provided by art. 10 (1) DM n. 192/2017. The starting price is JPY 70.000.000 (Japanese Yen seventy million).

Interested companies, which shall be registered and possess professional practice license in accordance to the rules and regulations currently in force in Japan, in full compliance of the mandatory local construction codes, rules and regulations, should register on the Italian government portal "TRASPARE" <https://maeci.traspare.com/> within and no later than September 30<sup>th</sup>, 2024 - 12.00 p.m. local time.

Companies that have timely registered on the "TRASPARE" portal will be subsequently invited to participate in the negotiated procedure

The Embassy of Italy in Tokyo reserves the right not to proceed with the negotiated procedure without a tender, and is under no obligation to select any submitted candidates. This waiver serves as notification that the administration may decide, at its sole discretion, to cancel or postpone the procedure at any stage without prior notice free of any legal and financial obligation.

## ATTACHEMENT/1

The **OPERATIONAL NOTES REGISTRATION TO SUPPLIERS' LIST Traspare®** Platform are available on the following link: <https://maeci.traspare.com/>. Following the procedure directly on the aforementioned link is the only way to register.

*\*[The following “Non Official Translation” from the Italian version is only meant to be a summary to facilitate the process of registration to the portal].*

1. Before proceeding with the registration to the Suppliers' List, it is necessary to complete the following steps for registration as an ECONOMIC OPERATOR. After completing the registration on the Traspare Platform (for any doubts, please refer to the Operational Notes - Suppliers' Registration), you can log in via "PUBLIC ACCESS" (see fig. 1) and then enter your login details and press the "LOGIN" button (see fig. 2). fig. 1 fig. 2 SUPPLIERS' LIST REGISTRATION.

### SEQUENCE:

- **CLICK ON <https://maeci.traspare.com/>:**
  - **PAGE OPENS:** “Benvenuti sul portale di eProcurement del Ministero degli Affari Esteri e della Cooperazione Internazionale”;
  - **CLICK ON THE ITALIAN FLAG ON TOP RIGHT AND SCROLL DOWN TO “ENGLISH” AND ENTER;**
  - **PAGE OPENS :** “Welcome to the eProcurement portal of Ministero degli Affari Esteri e della Cooperazione Internazionale”;
  - **CLICK ON “LOGIN”** [top right of the page] and **scroll down to “COMPANY ACCESS”, PAGE OPENS,**
  - **SCROLL DOWN TO “Not registered yet? Click Here”**
2. Once logged in, you will be redirected to your personal page, which will appear as follows (see fig. 3). In this guide, we will focus on the "Economic Operator" module to guide you through all the necessary steps for registering with the SUPPLIERS' LIST. Let's move to the "Economic Operator" module and click "ENABLE" as shown below (see fig. 4). SUPPLIERS' LIST REGISTRATION.
  3. You will then be taken to the page for "Activation module compilation" (see fig. 5). This module consists of two sections: Personal Data, which retrieves the data entered during registration on the "Traspare Portal," and the General Economic Operator Data section. The latter section must be completed with all mandatory data including Type of Registration, VAT Number, Tax Code, PEC (certified email), and Email. You must also consent to the processing of personal data. After confirming the activation module, an email will be sent to the PEC address containing a link to verify the email and confirm registration on the portal as an economic operator. The "Consent to data processing" is crucial. You must click the checkbox as indicated by the arrow in fig. 6 and then click the bottom-right button "Confirm". Until you click the link in the PEC, you will not be able to use the platform as an economic operator. SUPPLIERS' LIST REGISTRATION.
  4. fig. 6 While waiting for the password verification at login, you will see the following page (see fig. 7). Meanwhile, the "Economic Operator" module will show as "PEC under verification" as shown in the next figure (see fig. 8). SUPPLIERS' LIST REGISTRATION.
  5. fig. 8 QUESTION? WHAT CAN I DO IF I HAVEN'T RECEIVED THE EMAIL AT MY PEC ADDRESS PROVIDED DURING REGISTRATION AS AN ECONOMIC OPERATOR, OR IF I ACCIDENTALLY DELETED IT WITHOUT CLICKING ON THE LINK FOR THE ACTIVATION OF THE ECONOMIC OPERATOR ACCOUNT? ANSWER: BY CLICKING ON THE "VERIFY PEC" BUTTON, YOU WILL BE REDIRECTED TO THE PAGE (see fig. 9). FROM HERE, YOU CAN "RESEND THE ACTIVATION EMAIL" BY CLICKING ON THE BUTTON, A NEW LINK WILL BE GENERATED AND SENT TO ENABLE FURTHER PROCEEDINGS WITH THE ACTIVATION OF THE ECONOMIC OPERATOR ACCOUNT OR, IF YOU REALIZE THAT YOU ENTERED AN INCORRECT PEC, YOU CAN CLICK "CHANGE PEC ADDRESS". SUPPLIERS' LIST REGISTRATION.

6. *If you realize you entered an incorrect PEC address, click on the "Change PEC address" button. By clicking the button, you will get the form as shown below (see fig. 11) where you will delete the incorrect PEC and enter the correct PEC. Once the procedure is complete, the email with the activation link for the "Economic Operator" will be sent to the "correct" new PEC address just entered. fig. 10 After clicking on the activation link received via PEC and returning to your Traspare portal area, you will be redirected to the following page (see fig. 11) SUPPLIERS' LIST REGISTRATION.*
7. *As you can see, in addition to various other sections that we will examine in the other "Operational Notes," the "Suppliers' List Registration" module will appear as shown below (see fig. 12) SUPPLIERS' LIST REGISTRATION*
8. *LET'S PROCEED WITH THE REGISTRATION TO THE SUPPLIERS' LIST. By clicking on the "SUBSCRIBE" button in the module, you will be redirected to the following form (see fig. 13). In this window, click the "Complete Registration" button to be redirected to the module (see fig. 14) fig. 13 SUPPLIERS' LIST REGISTRATION.*
9. *fig. 14 SUPPLIERS' LIST REGISTRATION.*
10. *This module consists of four parts: Personal Data, Company Data, Documents, and Confirmation. The first part called "Personal Data" is divided into four sections: Personal Data, Residence Data, Any personal sentences and/or convictions, and Any sentences and/or convictions of associated subjects. !! ATTENTION !! IN THE LAST TWO SECTIONS "ANY PERSONAL SENTENCES AND/OR CONVICTIONS" AND "ANY SENTENCES AND/OR CONVICTIONS OF ASSOCIATED SUBJECTS," TICK THE CHECKBOX ONLY IF THERE ARE CONVICTIONS AND/OR SENTENCES. Once the sections with all mandatory data are filled out, you can proceed by clicking the "Save and Continue" button. You will be redirected to the second form called "Company Data" (see fig. 15) SUPPLIERS' LIST REGISTRATION.*
11. *The second part called "Company Data" is divided into six sections: "General Data", "Registered Office", "Business Registry Data", "Legislation governing the right to work of disabled persons", "Type of Registration", and "Product Categories". In the "General Data" section, it is MANDATORY to fill in the Company Type, Number of Employees, and Date of Establishment fields. In the "Registered Office" section, ALL FIELDS ARE MANDATORY except for the Fax field. In the "Business Registry Data" section, no fields are mandatory, but we RECOMMEND completing them. In the "Legislation governing the right to work of disabled persons" section, it is MANDATORY to make a selection. In the "Type of Registration" section, it is IMPORTANT to select if you wish to participate in tenders issued by Contracting Stations regarding Works, Services, or Supplies. Finally, in the "Product Categories" section, you must specify the categories related to your activity. It is important to fill out these last two sections correctly. Failure to do so may result in exclusion from draws or invitations in procedures that require it. After filling out all mandatory fields, click the "Save and Continue" button at the bottom right to move to the "Documents" section (see fig. 16). fig. 16 The third part called "Documents" is divided into 3 sections: "Documents to attach", "Owned certifications", and "Invoice statement for the previous five-year period". In the first section, "Documents to attach", it is MANDATORY to include the Chamber of Commerce Certificate and the Identification Document and their expiry dates, both in "PDF" or "P7M" format (digitally signed). SUPPLIERS' LIST REGISTRATION.*
12. *In the "Owned certifications" section, all certifications/qualifications possessed (ISO, Emas, SOA, Registration in national managers' register, etc.) must be selected. We recommend filling out this section correctly to facilitate identification through filters. Failure to upload a certification may result in exclusion from draws or invitations in procedures that require it. In the "Invoice statement for the previous five-year period" section, you must enter for each certification OG1, OG2, OG3, ..., the turnover for the previous five-year period. This section is not mandatory, but we recommend completing it where necessary. After completing all mandatory fields, click the "Save and Continue" button at the bottom right. You will then be redirected to the summary window (see fig. 17) where you can view all the data loaded in the previous sections. SUPPLIERS' LIST REGISTRATION.*
13. *"Save and Continue". You will then be redirected to the summary window where you can view all the data loaded in the previous sections. At the bottom of this section, at the bottom of the page, it is necessary to check the box for consent to data processing (see fig. 18), tick the first checkbox (see the first arrow) and subsequently download the registration form, digitally sign it or sign it manually and reload it onto the platform in "P7M" or "PDF" format. fig. 18 After completing the upload procedure, click the "Confirm" button at the bottom right. Now the Suppliers' List registration will display the following wording at the top left "Awaiting Approval" (see fig. 19) SUPPLIERS' LIST REGISTRATION.*
14. *The Suppliers' List registration procedure ends here. Now you will need to wait for the entity (contracting station to which the registration request was sent) to review your request with all attached documentation and approve it. The timing is therefore not known to us but depends on the availability of the OPERATORS of the CONTRACTING STATION. Only after approval will you be enabled as suppliers.*